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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 28 November 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 42, 22 November - 30 November 1960

1. Number in Clerical Orientation Training: During the week of 21 November - 25 November 1960, there were 14 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 21 November - 25 November 1960, there were 20 trainees in Clerical Induction Training; of these, 5 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 21 November - 25 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	7	1
Shorthand	2	0

(b) The results of the tests administered to clerical applicants for the week 21 November - 25 November 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	11	3
Shorthand	1	0

4. Instructor Attends Briefings: Miss [REDACTED], a new instructor in Clerical Orientation, attended Mr. [REDACTED] CIA Introduction and Mr. [REDACTED] Security Briefing on Monday, 28 November. She attended these lectures prior to her job assignment, but it was considered advisable for her to be present at both briefings once again--listening this time to the lecture content and its relationship to the Clerical Orientation lectures on security and on Agency organization.

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